

V.O.CHIDAMBARANAR PORT TRUST  
INTEGRATED MANAGEMENT SYSTEM MANUAL

# V.O.CHIDAMBARANAR PORT TRUST



PROCESS	GENERAL AND ADMINISTRATION DEPARTMENT
SECTION	MANUAL FOR TRAINING CELL

ISSUE NO	: 00
DATE	: 05.07.17
APPROVED BY (WITH SIGN)	SECRETARY

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

# V.O.CHIDAMBARANAR PORT TRUST

## INTEGRATED MANAGEMENT SYSTEM MANUAL

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**LIST OF RECIPIENTS**

<b>SI.NO</b>	<b>NAME OF THE RECIPIENTS</b>	<b>CONTROLLED COPY NO</b>
1.	Section Head	1

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**REVISION SHEET**

**1. ISSUE STATUS :**

SI.NO	ISSUE NO	DATE	REASON FOR REVISION
1	1	05.07.2017	Upgradation & Integration of QMS(9001:2015),EMS(14001:2015),OHSAS(18001:2007)

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### SCOPE

General Administration Department Co-ordinates the Training Programmes required for the officers and staff of the V.O.C.P.T. The training needs of each department are assessed in advance. Necessary funds are allocated to meet the training expenses and an Annual Training Plan is finalized with the approval of the Chairman. As per the Annual Plan, training programmes are arranged both in house and external. Performance of the training is evaluated after completion of the training as per the prescribed proforma on ISO Standard. The Secretary is overall in-charge of the training cell. Secretary is assisted by Senior Deputy Secretary, Sr. Asst. Secretary and Dealing Assistants.

The training imparted are only on need basis and for the overall efficiency to increase productivity of the Port. The other actions to satisfy the needs of ensuring competence, awareness and training are looked after by the respective HODs.

### IMS POLICY OF THE PORT

We are committed to provide seaport facilities and related support services for seaborne transport facilities by –

- Ensuring quality service to EXIM Trade, by adhering all legal requirements.
- Protecting the environment including prevention of pollution.
- Ensuring safety by preventing injury and ill health.
- Continually improving the overall effectiveness of IMS through

Employee motivation and empowerment with social responsibility towards the progress of the Nation.

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**IMS OBJECTIVE OF THE DEPARTMENT**

**QMS**

To ensure prompt disposals on matters relating to Establishment the Port To Implement the Government Policies on various issues relating to Port Establishment. To give advice to various department of this Port on various issues relating to the Port Establishment.

**EMS**

To ensure reduction of paper and to conserve energy

**OHSAS**

To ensure prevention of ill health and injury.

**IMS OBJECTIVE OF THE SECTION**

**QMS**

Complete the process of preparing the Annual Training Plan on or before 30<sup>th</sup> April of every year. To provide Training to the VOCPT officials for better productivity of maximum utilization of resources. Review the evaluation report within in 10 days from the date of completing the Training.

**EMS**

To ensure reduction of paper and to conserve energy.

**OHSAS**

To ensure prevention of ill health and injury.

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### INTEGRATED MANAGEMENT SYSTEM MANUAL

ABBREVIATIONS	
CPT	Chairman
Dy.CPT	Deputy Chairman
HOD	Heads of Department
V.O.C.P.T	V.O.Chidambaranar Port Trust
Secy	Secretary
FA&CAO	Financial Adviser & Chief Accounts Officer
SR.DS	Senior Deputy Secretary
DS	Deputy Secretary
SR.AS	Senior Assistant Secretary
AS	Assistant Secretary
SH	Section Head
DA	Dealing Assistant
GOI	Government of India
DOC	Document Controller
Sl. No	Serial Number
SAP	System Applications & Products
CDN	Co-ordination
TRG	Training
E-II	Establishment – II
A.P.O	Assistant Personal Officer
E-I	Establishment – I
PRO	Public Relation Officer
LO	Law Officer Gr.I
RTI	Right to Information
P.R	Public Relation

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ABBREVIATIONS	
Sr.P.S	Senior Private Secretary
P.A	Personal Assistant
Sr.Sten	Senior Steno
IR	Industrial Relations

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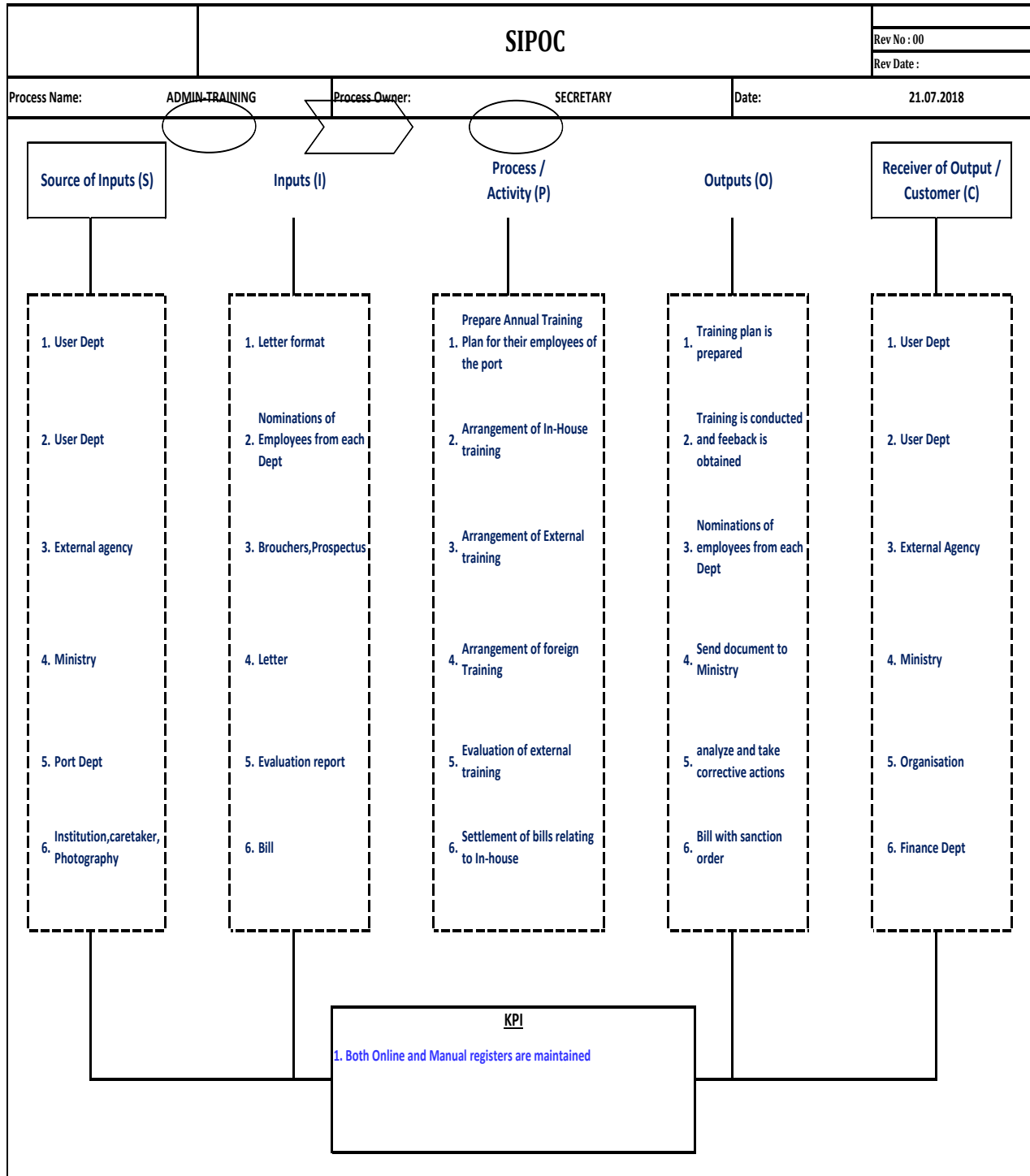
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### SIPOC



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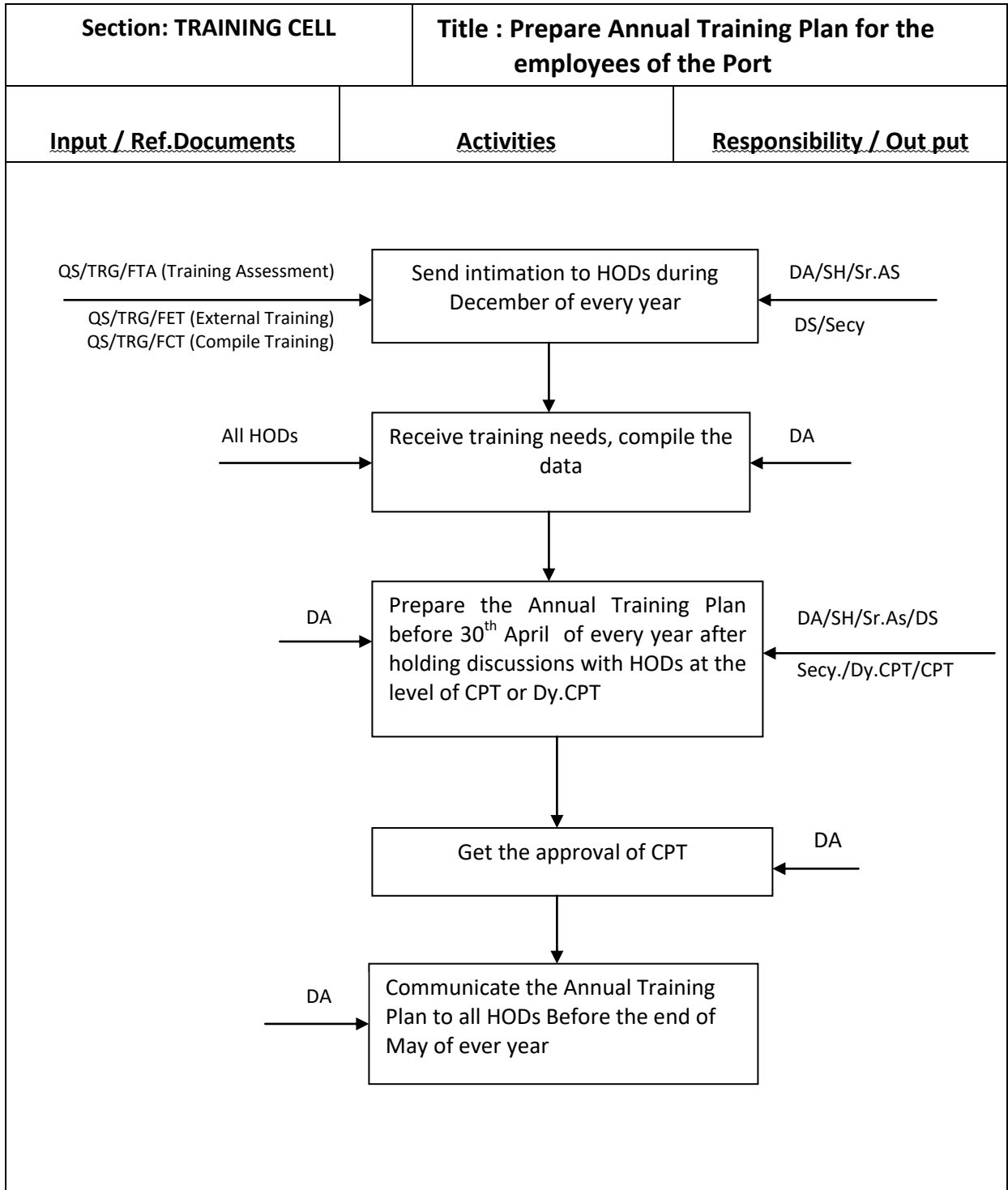
<b>V.O.CHIDAMBARANAR Port Format No. VOC/IP, Issue No: 01, Date: 05.07.2017</b>	
<b>Interested Parties</b>	
<b>4.2 Understanding the requirements of the Interested parties</b>	
<b>Interested Parties</b>	<b>Requirements</b>
Ministry	Documents of foreign training
External Agency	External training arrangements
Institution	Settlement of bills
Photography	Settlement of bills
Finance Department	Bill with sanction order

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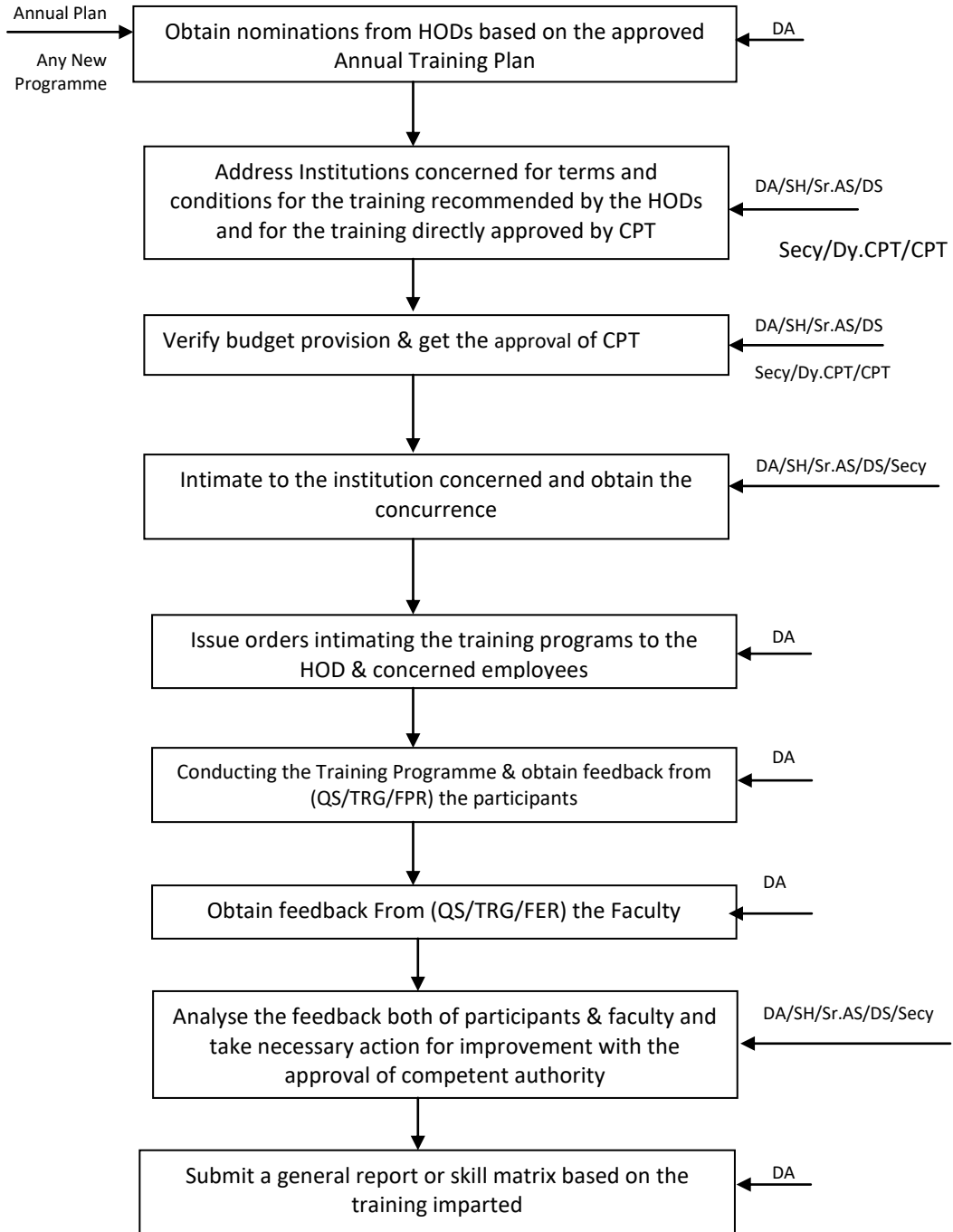


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<b>Section: TRAINING CELL</b>	<b>Title : Arrangement of In-House Training</b>	
<b>Input / Ref. Documents</b>	<b>Activities</b>	<b>Responsibility / Out put</b>

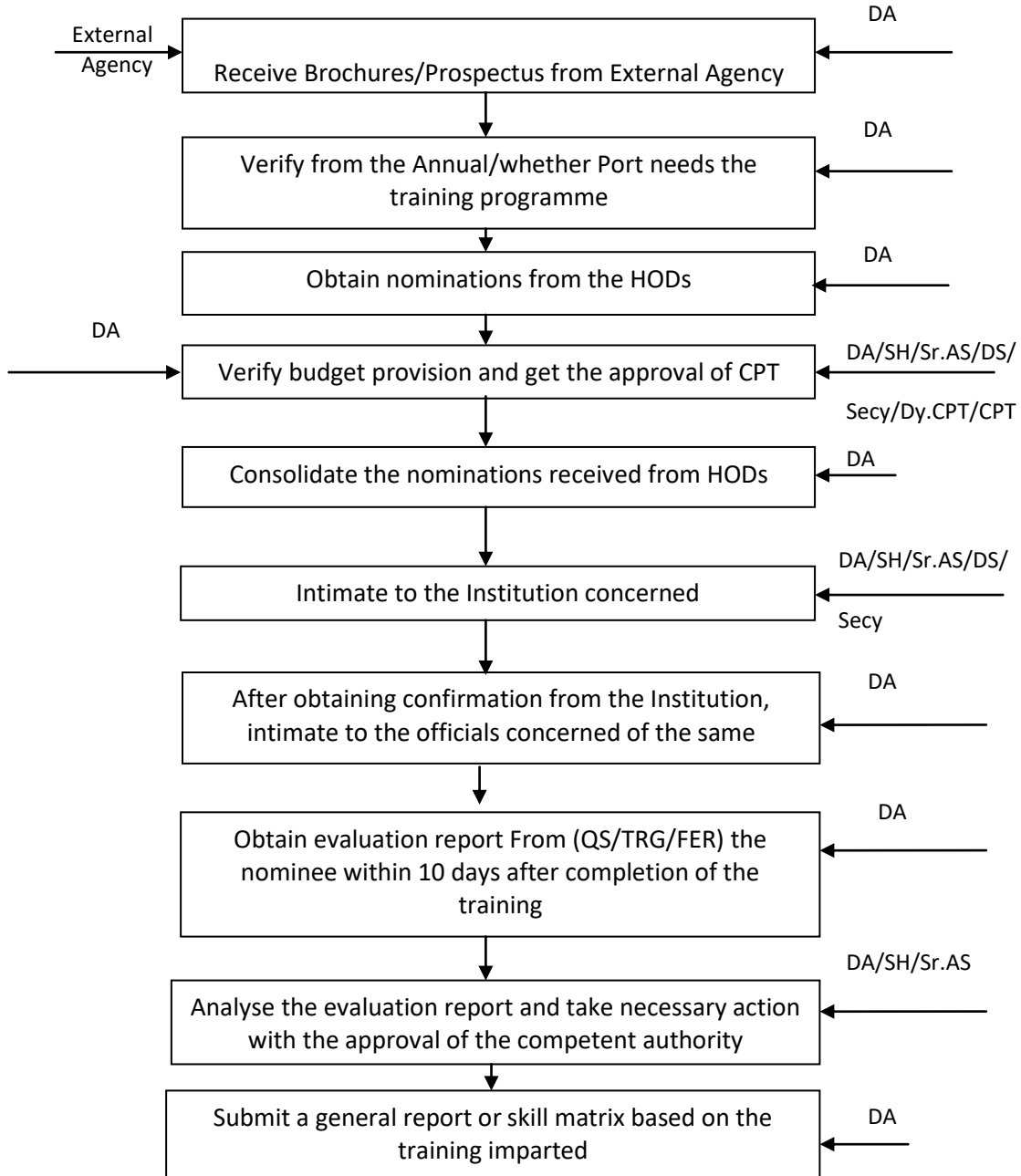


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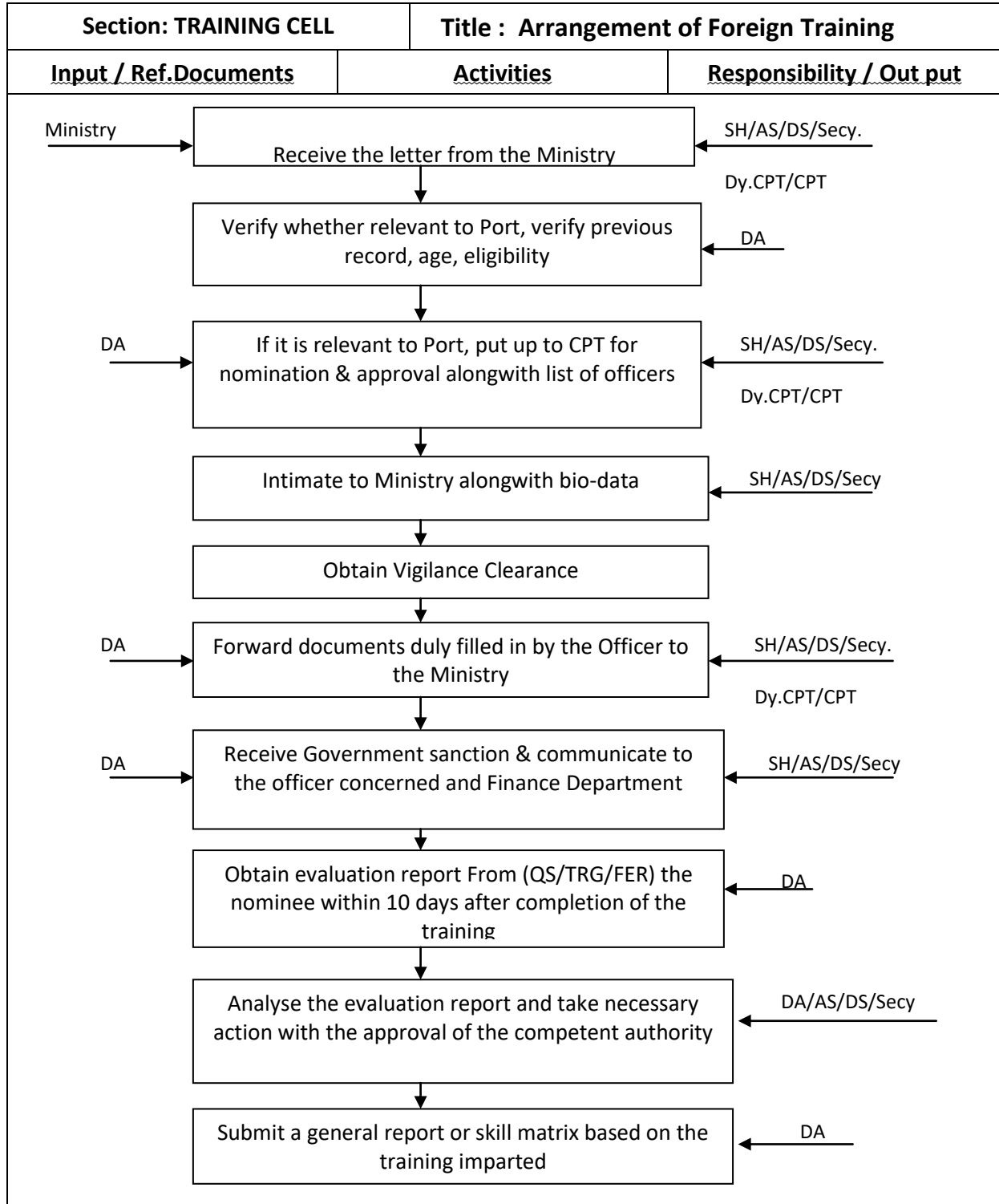
<b>Section: TRAINING CELL</b>	<b>Title : Arrangement of External Training</b>	
<b>Input / Ref. Documents</b>	<b>Activities</b>	<b>Responsibility / Out put</b>



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Section: TRAINING CELL	Title : Evaluation of External Training	
Input / Ref. Documents	Activities	Responsibility / Out put
<p>QS/TRG/FER (Participant's Evaluation Format)</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Receive the evaluation report from the officer/staff concerned                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Enter in the Evaluation Register (QS/TRG/REV)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Analyse and take Corrective Action                 </div> <div style="border: 1px solid black; padding: 5px;">                     Implement the orders if any, of Secretary                 </div>	<p style="text-align: right;">DA/SH/HO/ DS/Secy</p> <p style="text-align: right;">DA</p> <p style="text-align: right;">DA/SH/HO/DS</p> <p style="text-align: right;">DA/SH/HO/DS</p>

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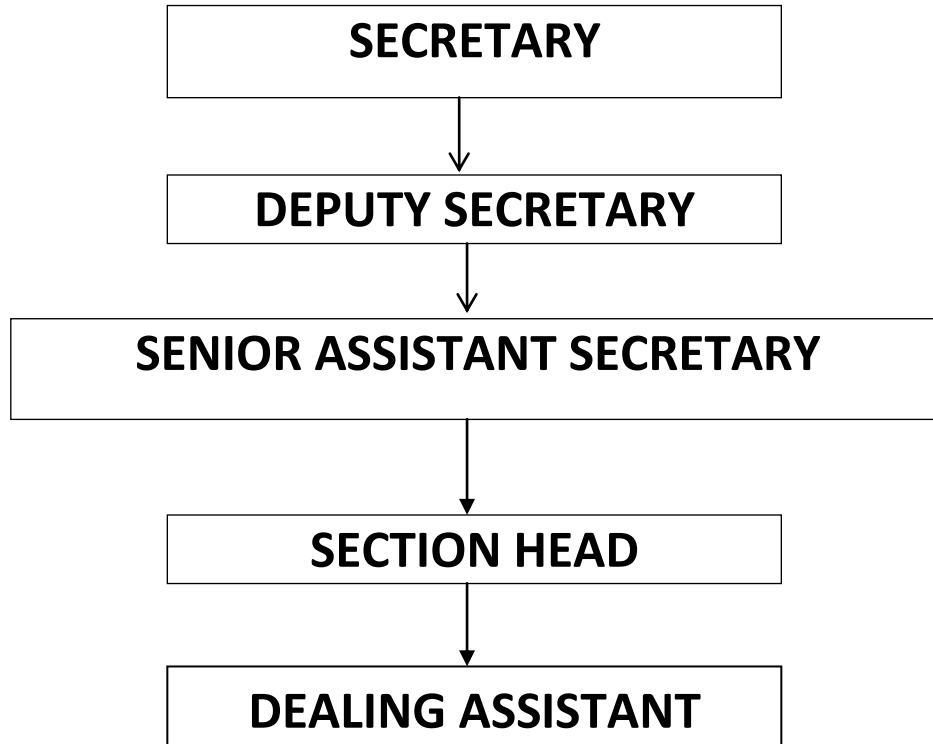
## INTEGRATED MANAGEMENT SYSTEM MANUAL

Section: TRAINING CELL	Title : Settlement of Bills relating to In-House	
Input / Ref.Documents	Activities	Responsibility / Out put
Institution →	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive the bills from Institution, Caretaker, Photography etc.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Prepare a contingent bill</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">In case ticket to be arranged by the Port, obtain approval from CPT to open a special imprest in the name of the officer in-charge of training</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Receive the Special Imprest money from Finance Department &amp; purchase the ticket and send to the party</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Forward the bill alongwith sanction order to Finance Department for payment</div> <div style="border: 1px solid black; padding: 5px;">Benchmark for processing and sending the bill to Finance Department within 3 working days if it is in order. If not in order, steps to be taken and clear it</div>	<div style="margin-bottom: 5px;">← DA/SH/Sr. As/ DS/Secy</div> <div style="margin-bottom: 5px;">← DA/SH/Sr. As/ DS/Secy</div> <div style="margin-bottom: 5px;">← DA/SH/Sr. As/ DS/Secy</div> <div style="margin-bottom: 5px;">← DA</div> <div style="margin-bottom: 5px;">← DA</div> <div style="margin-bottom: 5px;">← DA</div>

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**ORGANISATION CHART**



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**RISK ASSESSMENT AND RISK TREATMENT**

RISK	CONTROL METHOD/PROCESS
Training	Concerned department should evaluate the skills

**KEY PERFORMANCE INDICATOR:**

SI.NO	OBJECTIVES	DESCRIPTION	TARGET
1			

**ACTION TO ADDRESS RISK AND OPPORTUNITIES**

We determined the risks and opportunities related to its environmental aspects (see 10.2), compliance obligations (see 10.4) and other issues and requirements,

SI NO	ASPECT	IMPACT	CONTROL METHOD
1	Consumption of electricity	Reduction in Natural resources	EMP/01
2	Consumption of paper	Reduction in natural resources	OCP/01

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**Hazard Identification, Risk Assessment and Controls**

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SI NO	HAZARD	RISK	CONTROL METHOD
1	Radiation	Eye strain	SOP/3
2	Electrocution	Human Injury	SOP/1
3	Dust	Health hazard	SOP/3

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## List of Register

Sl.No	Name of the Register	Code No.	Retention Period
1	In – house Training Register	QS/TRG/RIH	Permanent
2	External Training Register	QS/TRG/REX	Permanent
3	Foreign Training Register	QS/TRG/RFR	Permanent
4	Evaluation Report Register	QS/TRG/REV	Permanent

1	Training Records	Permanent
2	Files relating to Foreign Training	5 years
3	Files relating to Other Training	2 years

### II. List of Format :

1	External Training	QS/TRG/FET
2	Participants Response Sheet	QS/TRG/FPR
3	Faculty Response Sheet	QS/TRG/FER
4	Evaluation Report	QS/TRG/FER

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